

Spring/Summer '85

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# the job book

Ontario Youth Corps

Our Investment in Tomorrow.

ONTARIO  
YOUTH  
OPPORTUNITIES

**BILD**  
ONTARIO  
Youth  
Secretariat



CARON

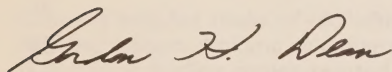
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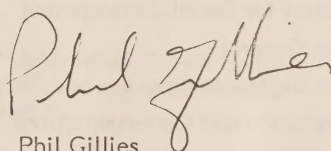
As part of the Ontario Youth Opportunities program, Ontario Youth Corps began in the fall of 1984 and is now year-round. The program offers jobs in provincial government ministries and associated community organizations to provide work experience for young people facing special difficulties finding a permanent job.

Ontario Youth Corps offers young people a chance to gain useful job skills and at the same time to make an important contribution to their community by draft-proofing senior citizens' homes, promoting the employability of disabled persons, working on an agricultural training program and a variety of other community-created activities. This summer, there are also some special projects to help celebrate International Youth Year.

Ontario Youth Corps will offer you a challenging and valuable employment experience. We wish you much success in this program and in your future jobs.



Gordon H. Dean  
Provincial Secretary for  
Social Development



Phil Gillies  
Minister without Portfolio  
Responsible for Youth  
(Treasury)

INTERNATIONAL



YOUTH YEAR 1985



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## INTRODUCTION

The Ontario Youth Corps program is intended to help you develop basic job skills that will assist you in finding future jobs. This guidebook outlines the employment opportunities available in provincial government Ministries and associated community organizations and has been specifically designed for those of you experiencing special difficulties finding a full-time job.

Ontario Youth Corps provides employment for up to 26 weeks and many of the positions described in this book run from April 1 to September 30, 1985. There is no deadline for applications and these will be accepted on an on-going basis until the next **Job Book** becomes available in September. We do recommend however, that you send your applications in as soon as possible to avoid disappointment.

### YOU ARE ELIGIBLE IF:

- o you have been unemployed for at least twelve weeks;
- o you have not attended school full-time for at least twelve weeks;
- o you are between the ages of 15 and 24 on April 1, 1985;
- o you can legally work in Canada.

Jobs listed in this book are directed to two different groups of young people:

**Group A** includes those of you facing special problems finding a full-time job because of:

- o grade 11 education or less;
- o a physical or mental disability;
- o problems with the law;
- o little or no work experience.

**Group B** includes those of you with higher levels of education (such as a high school diploma or university degree) who are experiencing difficulties finding career-related employment.

All program participants, whether Group A or Group B, must meet the eligibility requirements. As you read through **The Job Book** you will notice that all projects are designated for Group A or Group B or both. Please make sure that you apply only to the project(s) hiring the group you are in.

A number of projects have been designed for disabled or native young people as these are two groups that experience very special difficulties finding employment. These projects are designated with the words "**Disabled/Native youth are encouraged to apply**".

### HOW TO APPLY:

1. Use the Ontario Youth Corps application form provided with **The Job Book**.
2. Each project description gives examples of some of the work you will do. Read these descriptions carefully and apply to the ones that best match your skills and interests.
3. Apply to projects operating in your home area wherever possible, as travel allowances will not be paid.

4. Apply to as many projects as you like but fill out a separate application form for each project.
5. Include the correct 4-digit project number on each application form (i.e. Project 1001).
6. Complete the bottom portion of each application form. This will ensure that you receive an acknowledgment of your application.
7. **Mail your application directly to the address given at the end of each project description. Do not mail it to the Youth Secretariat. This will only cause delay.**

#### **RATE OF PAY:**

Ontario Youth Corps positions pay the provincial minimum wage of \$4.00 per hour.

Additional copies of this brochure (and application forms) are available at:

- o Youth Employment Counselling Centres (see list on pages 41-43);
- o Canada Employment Centres;
- o YM-YWCAs;
- o Community Information Centres.

#### **FOR MORE INFORMATION:**

Call the Youth Hotline, toll-free, at

**1-800-263-7777**



## **AGRICULTURE & FOOD**

### **Project 1001**

**Up to 25 Positions**

**GROUP A ONLY**

Here's your chance to work with farm animals in an agricultural training program.

#### **What You Do:**

- o care for and feed animals
- o operate and repair farm machinery
- o plant and harvest crops
- o other farm duties

#### **Where the Jobs Are:**

On selected farms throughout Ontario

#### **Who You Apply To:**

Sam Finnie, Youth Employment Co-ordinator  
**Ministry of Agriculture & Food**  
Guelph Agricultural Centre  
P.O. Box 1030  
Guelph, Ontario  
N1H 6N1

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### **Project 1002**

**Up to 35 Positions**

**GROUP A ONLY**

Does working at a greenhouse or on a farm interest you?  
Then join the Agricrew . . .

#### **What You Do:**

- o move from farm to farm working in small crews to assist farmers with general farm activities such as:
  - planting and harvesting crops
  - general cleaning
  - repairing machinery

#### **Where the Jobs Are:**

On selected sites in Ontario

#### **Who You Apply To:**

Sam Finnie, Youth Employment Co-ordinator  
**Ministry of Agriculture & Food**  
Guelph Agricultural Centre  
P.O. Box 1030  
Guelph, Ontario  
N1H 6N1

**Project 1003**

**Up to 10 Positions**

**GROUP B ONLY**

An opportunity to learn about nutrition and consumer information.

**What You Do:**

- o act as consumer information officers delivering programs in food and nutrition to senior citizens, church groups and schools

**What You Need:**

Graduates of Food Service Management are encouraged to apply.

**Where the Jobs Are:**

Brampton, Chatham, Hamilton, London, Ottawa, Thunder Bay, Toronto, Waterloo and Windsor

**Who You Apply To:**

Sam Finnie, Youth Employment Co-ordinator  
**Ministry of Agriculture & Food**  
Guelph Agricultural Centre  
P.O. Box 1030  
Guelph, Ontario  
N1H 6N1

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**Project 1004**

**Up to 50 positions**

**GROUP A ONLY**

Would you like to work at an Agricultural College or Museum?

**What You Do:**

Assist in a variety of areas including:

- o greenhouse operations
- o carpentry
- o caretaking and grounds maintenance
- o library and clerical duties

**Where the Jobs Are:**

Alfred, Kemptville, Milton, New Liskeard, Toronto and Vineland

**Who You Apply To:**

Sam Finnie, Youth Employment Co-ordinator  
**Ministry of Agriculture & Food**  
Guelph Agricultural Centre  
P.O. Box 1030  
Guelph, Ontario  
N1H 6N1

**Disabled youth are encouraged to apply**



## **ATTORNEY GENERAL**

### **Project 1102**

**Up to 20 Positions**

**GROUPS A and B**

Here's your chance for an inside look at our judicial system.

#### **What You Do:**

##### **Group A**

Work in judicial offices such as the Supreme Court of Ontario and the District Court:

- o serving the public
- o typing and filing
- o collecting data
- o keeping records

##### **Group B**

Work in administrative offices such as Finance and Services and Affirmative Action:

- o assisting with research and analysis
- o entering data into a computer

#### **Where the Jobs Are:**

Toronto and throughout Ontario

#### **Who You Apply To:**

Ontario Youth Corps

**Ministry of the Attorney General**

Human Resources Branch

18 King St. East, 14th Floor

Toronto, Ontario

M5C 1C5

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## **CITIZENSHIP AND CULTURE**

### **Project 1201**

**Up to 60 Positions**

**GROUP A ONLY**

Native youth will have an opportunity to gain job skills working with local native groups.

#### **What You Do:**

A variety of jobs which may include:

- o organizing recreational events
- o providing services to the elderly
- o assisting with home repairs and grounds maintenance
- o general office work

**Where the Jobs Are:**

Northern Ontario

**Who You Apply To:**

Contact local Native organizations to see if they are participating or your local Native Community Field Office listed in the blue pages of the phone book under Ministry of Citizenship and Culture.  
For further information contact:

**NORTHWEST**  
Ontario Youth Corps Co-ordinator  
**Ministry of Citizenship and Culture**  
Native Community Branch  
1825 East Arthur Street  
Thunder Bay, Ontario  
P7E 5N7

(807) 475-1225

**NORTHEAST**  
Ontario Youth Corps Co-ordinator  
**Ministry of Citizenship and Culture**  
Native Community Branch  
390 Bay St., 3rd Floor  
Sault Ste. Marie, Ontario  
P6A 1X2

(705) 942-0419

**Native youth are encouraged to apply**

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**Project 1202**

**4 Positions**

**GROUP A ONLY**

If you're interested in "hands-on" computer experience, this is a job for you...

**What You Do:**

- o learn office procedures and basic computer skills
- o perform general maintenance in a computer centre

**Where the Jobs Are:**

Toronto

**Who You Apply To:**

Virginia Rees  
**Ministry of Citizenship and Culture**  
Computers & Children Project  
454 University Avenue, 3rd Floor  
Toronto, Ontario  
M5G 1R6

**Project 1203**

**Up to 175 Positions**

**GROUPS A and B**

Here's an opportunity to work for community organizations involved in cultural, citizenship or heritage conservation activities.

**What You Do:**

Various duties according to the needs of the local group, including:

- o planning special events and developing workshop programs
- o assisting in behind-the-scenes production
- o repairing buildings
- o general administration

**Where the Jobs Are:**

In participating community organizations across Ontario

**Who You Apply To:**

Check with local cultural organizations (museums, theatre groups, local Arts Councils, Historical Societies, etc.) or your Community Information Centre. Also look for advertisements at Youth Employment Counselling Centres (see list on pages 41-43) and Canada Employment Centres. Do not send your application to the Ministry of Citizenship and Culture.

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**Project 1204**

**Up to 10 Positions**

**GROUP A ONLY**

On-the-job training in Ontario's regional library system.

**What You Do:**

Assist in office re-organization and automation by:

- o filing and re-coding records
- o entering data on computers

**Where the Jobs Are:**

Kirkland Lake, Sudbury, Thunder Bay and other selected centres in Northern Ontario

**Who You Apply To:**

Wil Vanderelst, Director  
**Ministry of Citizenship and Culture**  
Libraries and Community Information Branch  
77 Bloor Street West, 5th Floor  
Toronto, Ontario  
M7A 2R9



**Project 1206**

**Up to 10 Positions**

**GROUPS A and B**

Interesting jobs at a major tourist attraction in North-Eastern Ontario.

**What You Do:**

**Group A**

- o cut and water lawns, replace trees, collect garbage and help maintain electrical and mechanical equipment

**Group B**

- o act as information officers distributing promotional material and demonstrating science experiments

**Where the Jobs Are:**

Sudbury

**Who You Apply To:**

J. Marchbank, Director of Administration and Development  
**Science North**  
100 Ramsay Lake Road  
Sudbury, Ontario  
P3E 5S9

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**COLLEGES AND UNIVERSITIES**

**Project 1401**

**Up to 10 Positions**

**GROUP A ONLY**

Develop clerical and administrative skills while learning about Ontario's skills training programs.

**What You Do:**

Receive employment training at regional Ministry offices or Community Colleges in:

- o research
- o administration
- o clerical work

**Where the Jobs Are:**

Throughout Ontario

**Who You Apply To:**

Contact the local OCAP office at your nearest community college

**Native and disabled youth are encouraged to apply**

## **COMMUNITY AND SOCIAL SERVICES**

### **Project 1501**

**Up to 80 Positions**

**GROUPS A and B**

Gain work experience in community organizations and Ministry offices.

#### **What You Do:**

Various duties in mental retardation facilities, rehabilitation workshops, homes for the aged, halfway houses and Ministry offices such as:

- o providing planned activities for senior citizens
- o teaching shop skills to disabled persons
- o general maintenance
- o office work

#### **Where the Jobs Are:**

Throughout Ontario

#### **Who You Apply To:**

Check with your local Youth Employment Counselling Centre (see list on pages 41-43) or send an application to your nearest Ministry of Community and Social Services area office, or to:

#### **Ministry of Community and Social Services**

Co-ordinator, Youth Employment Programs  
Human Resources Branch  
5th Floor, Hepburn Block  
Queen's Park  
Toronto, Ontario  
M7A 1E9

**Please write on your application where you would like to work**

**Disabled youth are encouraged to apply**

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## **CONSUMER AND COMMERCIAL RELATIONS**

### **Project 1603**

**1 Position**

**GROUP B ONLY**

Brush up on your office skills.

#### **What You Do:**

- o on-the-job training in word processing to type memos, reports, correspondence, form letters, etc.

#### **What You Need:**

- o some typing experience

**Where the Job Is:**

Toronto

**Who You Apply To:**

Personnel Services Branch  
**Ministry of Consumer and Commercial Relations**  
10 Wellesley Street East, 7th Floor  
Toronto, Ontario  
M7A 2J6

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**CORRECTIONAL SERVICES**

**Project 1701**

**Up to 120 Positions**

**GROUPS A and B**

Work with people who have been in trouble with the law.

**What You Do:**

**Group A**

- o help organize recreation programs for youth and seniors
- o assist with maintenance, repair and renovation duties
- o provide clerical and administrative support

**Group B**

- o assist in delivery of life skills programs, drug and alcohol rehabilitation and residential counselling

**Where the Jobs Are:**

In correctional organizations in the following communities:  
Belleville, Brampton, Brantford, Foxborough, Guelph, Hamilton, London,  
Newmarket, Oshawa, Ottawa, Red Lake, Sarnia, Sudbury, Thunder Bay,  
Toronto, Trenton, Welland and Windsor

**Who You Apply To:**

Ontario Youth Corps  
**Ministry of Correctional Services**  
Personnel Branch  
2001 Eglinton Avenue East  
Scarborough, Ontario  
M1L 4P1

**Please write on your application where you would like to work**

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## **Project 1702**

**Up to 40 Positions**

**GROUP A ONLY**

Find out more about adult correctional programs by working in an institution or probation and parole office.

### **What You Do:**

- o assist with agricultural programs and farm work
- o help run a storeroom
- o work in a kitchen or laundry
- o perform clerical duties

### **Where the Jobs Are:**

In participating probation and parole offices and institutions across the province

### **Who You Apply To:**

Ontario Youth Corps  
**Ministry of Correctional Services**  
Personnel Branch  
2001 Eglinton Avenue East  
Scarborough, Ontario  
M1L 4P1

**Please write on your application where you would like to work**

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## **EDUCATION**

### **Project 3501**

**Up to 20 Positions**

**GROUPS A and B**

Work with the local school board on one of a variety of educational projects.

### **What You Do:**

Duties may include:

- o working in a resource/media centre
- o developing recreational and crafts projects
- o maintenance and playground construction
- o clerical and administrative work

### **Where the Jobs Are:**

Sudbury, London

### **Who You Apply To:**

Ontario Youth Corps  
**Ministry of Education**  
Midnorthern Ontario Region  
7th Floor, 199 Larch Street  
Sudbury, Ontario  
P3E 5P9

Ontario Youth Corps  
**Ministry of Education**  
Western Ontario Region  
759 Hyde Park Road  
London, Ontario  
N6H 3S6

## ENERGY

### Project 1802

Up to 15 Positions

GROUP B ONLY

If you're concerned about saving energy, here's your chance to help.

#### What You Do:

Help municipal energy auditors encourage municipalities to conserve energy by:

- o assisting in energy audits
- o reading meters to measure energy consumption
- o testing vehicle emission
- o developing computer programs
- o providing clerical support

#### What You Need:

- o energy or computer courses would be helpful

#### Where the Jobs Are:

Throughout Ontario

#### Who You Apply To:

Michele Forrester-Morgan  
Youth Employment Co-ordinator  
**Ministry of Energy**  
56 Wellesley Street West, 9th Floor  
Toronto, Ontario  
M7A 2B7

Please write on your application where you would like to work

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### Project 1803

Up to 35 Positions

GROUPS A and B

Youth Draft Beat will teach you how to draftproof buildings in your community.

#### What You Do:

Work in teams to provide energy conservation measures for seniors and residents of low income housing.

#### Group A:

Training will be provided to:

- o weatherstrip doors and windows
- o seal windows and trim
- o caulk basements, baseboards and fireplaces

#### Group B:

- o supervise draftproofing crews

**What You Need:**

- o an interest in energy conservation and/or carpentry

**Where the Jobs Are:**

Throughout Ontario

**Who You Apply To:**

Michele Forrester-Morgan  
Youth Employment Co-ordinator  
**Ministry of Energy**  
56 Wellesley Street West, 9th Floor  
Toronto, Ontario  
M7A 2B7

**Please write on your application where you would like to work**

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**ENVIRONMENT**

**Project 1901**

**Up to 65 Positions**

**GROUPS A and B**

Valuable work experience in a variety of computer, technical, operational and office positions.

**What You Do:**

Computer Technology:

**Group A**

- o gain on-the-job computer training including entering, programming and analyzing data

**Group B**

- o operate a micro-computer and assist in the production of statistical reports and systems analysis

Utility Operator Trainees (if you're mechanically inclined):

**Group A**

- o receive training in water sampling, safety techniques, laboratory work, filling out test forms and water analysis
- o help maintain water distribution and sewage collection systems, and assist with the repair and maintenance of all equipment

Chemical Engineering:

**Group B**

- o provide support to professional engineers in assessing complex industrial processes, identifying wastes produced and reviewing design and control facilities



Civil/Sanitary Engineering:

**Group B**

- o assist engineers in monitoring and examining sanitary waste
- o provide support in evaluating sanitary collection and treatment facilities
- o assist in developing portable water distribution and treatment systems

Scientific and Technical:

**Group B**

- o learn about and use scientific instruments; research projects and complete project reports; train in safety precautions, data entry, statistical analysis and the preparation and handling of environmental samples

Office Experience:

**Group A**

- o provide a wide range of office support including copy and dicta typing, filing, photocopying, word processing and reception duties

**Where the Jobs Are:**

Throughout Ontario

**Who You Apply To:**

Apply to your nearest regional office.

Ontario Youth Corps  
**Ministry of the Environment**  
West Central Office  
119 King Street West  
Hamilton, Ontario  
L8N 3Z9

Ontario Youth Corps  
**Ministry of the Environment**  
Southwestern Region Office  
985 Adelaide St. South  
London, Ontario  
N7E 1V3

Ontario Youth Corps  
**Ministry of the Environment**  
Northwestern Region Office  
435 James St. South  
Thunder Bay, Ontario  
P7C 5G6

Ontario Youth Corps  
**Ministry of the Environment**  
Southeastern Region Office  
133 Dalton Avenue  
Kingston, Ontario  
K7L 4X6

Ontario Youth Corps  
**Ministry of the Environment**  
Northeastern Region Office  
11th Floor, 199 Larch Street  
Sudbury, Ontario  
P3E 5P9

Ontario Youth Corps  
**Ministry of the Environment**  
Human Resources and Personnel  
Development Branch  
6th Floor, 40 St. Clair St. W.  
Toronto, Ontario, M4H 1A8

Att'n: Stephanie McDowall

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## GOVERNMENT SERVICES

### Project 2001

Up to 25 Positions

GROUP A ONLY

Are you in good physical condition and interested in learning about building maintenance and property management?

#### What You Do:

Work with qualified tradesmen to maintain and repair government buildings by:

- o painting
- o cleaning and light construction
- o landscaping and grounds maintenance

#### Where the Jobs Are:

Kenora, North Bay, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins and other selected areas in Northwestern and Northeastern Ontario

#### Who You Apply To:

Mercedes Jensen  
Recruitment Officer  
Personnel Services Branch  
**Ministry of Government Services**  
8th Floor, Ferguson Block  
Queen's Park  
Toronto, Ontario  
M7A 1N3

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## HEALTH

### Project 2101

Up to 105 Positions

GROUPS A and B

A variety of jobs in provincial psychiatric hospitals.

#### What You Do:

Duties may include:

- o patient care and recreational activities
- o reception, clerical and library work
- o housekeeping, food preparation, laundry
- o shipping, receiving and stockroom work
- o maintenance and repair
- o carpentry, painting and gardening

#### Where the Jobs Are:

Throughout Ontario

### **Who You Apply To:**

Send your application to the Provincial Psychiatric Hospital where you would like to work:

Mr. R.J. Love, Regional Personnel Administrator  
**Brockville Psychiatric Hospital**  
Prescott Road, Box 1050,  
Brockville, Ontario K6V 5W7

Mr. J.L. Ferguson, Regional Personnel Administrator  
**Hamilton Psychiatric Hospital**  
Box 585, Hamilton, Ontario L8N 3K7

Mr. S.B. Asselstine, Regional Personnel Administrator  
**Kingston Psychiatric Hospital**  
Box 603, Kingston, Ontario K7L 4X3

Mrs. V.E. Roininen, Regional Personnel Administrator  
**Lakehead Psychiatric Hospital**  
Box 2930, Thunder Bay, Ontario P7B 5G4

Mr. B.C. Neale, Regional Personnel Administrator  
**London Psychiatric Hospital**  
850 Highbury Avenue, Box 2532  
London, Ontario N6A 4H1

Mr. P.M. McCool, Regional Personnel Administrator  
**North Bay Psychiatric Hospital**  
Box 3010, North Bay, Ontario PIB 8L1

Mr. John Callas, Regional Personnel Administrator  
**Mental Health Centre - Penetanguishene**  
Box 698, Penetanguishene, Ontario L0K 1P0

Mrs. D. Wallace, Regional Personnel Administrator  
**Queen Street Mental Health Centre**  
1001 Queen Street West  
Toronto, Ontario M6J 1H4

Mr. G.T. Harmer, Regional Personnel Administrator  
**St. Thomas Psychiatric Hospital**  
Box 2004, St. Thomas, Ontario N5P 3V9

Mrs. B.M. Snider, Regional Personnel Administrator  
**Whitby Psychiatric Hospital**  
Box 613, Whitby, Ontario L1N 5S9

Mr. Bill Burling, Community Liaison Co-ordinator  
**Windsor Western Hospital Centre**  
1453 Prince Road  
Windsor, Ontario

**Disabled youth are encouraged to apply**

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**Project 2102**

**Up to 15 Positions**

**GROUP A ONLY**

Challenging work experience in a health-related environment.

**What You Do:**

Work in a public health laboratory or a busy office:

- o preparing solutions for use in laboratory tests
- o washing and sterilizing glassware
- o assisting with clerical work such as typing and filing

Work in audio-visual services:

- o assisting in the production of television and slide shows
- o helping with sound recordings, photography and darkroom work

Gain warehouse and stockroom experience in a medical research lab:

- o shipping and receiving supplies
- o stocking shelves, filling and delivering orders
- o moving equipment and furniture
- o operating a fork lift

**What You Need:**

- o ability to follow written and verbal instructions
- o desire to work with your hands

**Where the Jobs Are:**

Metro Toronto and selected public health laboratories across Ontario

**Who You Apply To:**

**Ministry of Health**

P.O. Box 9000, Terminal A  
Toronto, Ontario  
M5W 1R5

Attn: **Anne Prytula** for public health lab jobs

Attn: **Willem Vander Kolk** for audio-visual jobs

Attn: **Niall Morris** for warehouse jobs

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## Project 2103

## 5 Positions

### GROUPS A and B

Gain experience in providing support services for a large office.

#### What You Do:

- o process claims forms
- o prepare invoices and travel expenses
- o answer public inquiries
- o access information on a computer
- o maintain records

#### What You Need:

- o experience in micro-computer usage for programming job in Financial Control Unit

#### Where The Jobs Are:

Kingston, Oshawa, Sudbury

#### Who You Apply To:

Apply to the office nearest you:

D. Peters, Manager  
Administrative Services  
OHIP District Office  
**Ministry of Health**  
199 Larch Street, 8th Floor  
Sudbury, Ontario  
P3E 5R1

R.S. Peacock, Senior Manager  
Financial Control Unit  
**Ministry of Health**  
2nd Floor, Macdonald-Cartier Bldg.  
P.O. Box 48  
Kingston, Ontario  
K7L 5J3

D. Bright, Manager  
Administrative Services  
OHIP District Office  
**Ministry of Health**  
1055 Princess St., Suite 401  
Kingston, Ontario  
K7L 5T3

T. N. Armstrong, Manager  
Administrative Services  
OHIP District Office  
**Ministry of Health**  
3rd Floor, Bond Tower  
44 Bond Street West  
Oshawa, Ontario  
L1H 7R1

**Disabled youth are encouraged to apply**

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## INDUSTRY AND TRADE

## Project 2202

## 1 Position

### GROUP B ONLY

Gain new job skills in the Trade Research and Analysis Section.

#### What You Do:

- o learn basic micro-computer skills
- o help prepare statistical tables and charts on the performance of Ontario's export industry

**Where the Job Is:**

Toronto

**Who You Apply To:**

Linda Cottrell  
Personnel Branch  
**Ministry of Industry and Trade**  
9th Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 2E1

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**LABOUR**

**Project 2401**

**Up to 10 Positions**

**GROUP A ONLY**

Disabled youth interested in learning office skills should apply.

**What You Do:**

- o general office duties including typing, filing and answering telephones
- o assist in stockroom and mailroom

**Where the Jobs Are:**

Toronto

**Who You Apply To:**

Co-ordinator, Youth Programs  
**Ministry of Labour**  
Personnel Branch  
400 University Avenue  
2nd Floor  
Toronto, Ontario  
M7A 1T7

**Disabled youth are encouraged to apply**

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**Project 2402**

**Up to 15 Positions**

**GROUP A ONLY**

If you are disabled and interested in promoting jobs for the disabled...

**What You Do:**

Assist a community organization to:

- o gather and distribute information on employment programs for the disabled
- o organize meetings
- o perform clerical duties

**Where the Jobs Are:**

Barrie, Hamilton, North Bay, Ottawa, Peterborough, Sault Ste. Marie,  
Simcoe County, Sudbury, Thunder Bay, York Region

**Who You Apply To:**

Co-ordinator, Youth Programs  
**Ministry of Labour**  
400 University Avenue  
2nd Floor  
Toronto, Ontario  
M7A 1T7

**Community Organizations:**

Ontario Youth Corps  
Handicapped Employment Program  
**Ministry of Labour**  
400 University Avenue, 10th Floor  
Toronto, Ontario  
M7A 1T7

**Disabled youth are encouraged to apply**

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**Project 2403**

**Up to 35 Positions**

**GROUP A ONLY**

This is a project especially designed for those with little or no work experience who want to develop job skills.

**What You Do:**

- o You will be placed with a sponsoring employer in a shop, office, industry, or community agency to learn basic skills that will help you in future jobs

**Where the Jobs Are:**

The following areas in Metropolitan Toronto: Lawrence Heights, Regent Park, Jane-Finch, and Birchmount-Finch

**Who You Apply To:**

Co-ordinator, Youth Programs  
**Ministry of Labour**  
Personnel Branch  
400 University Avenue  
2nd Floor  
Toronto, Ontario  
M7A 1T7

**Residents from Lawrence Heights, Regent Park, Jane-Finch and Birchmount-Finch areas are encouraged to apply**

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## MANAGEMENT BOARD OF CABINET

### Project 3601

### 1 Position

### GROUP A ONLY

An opportunity to gain valuable experience in a government administrative office.

#### What You Do:

- o a variety of general clerical work including photocopying, filing, typing, mail distribution and reception duties

#### Where the Job Is:

Toronto

#### Who You Apply To:

Sandi Janes  
Personnel Administrator  
**Civil Service Commission**  
Frost Building South, 3rd Floor  
Toronto, Ontario  
M7A 1Z5

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## MUNICIPAL AFFAIRS AND HOUSING

### Project 2501

### Up to 10 Positions

### GROUPS A and B

Learn more about business and your community.

#### What You Do:

Work on downtown improvement projects for local business associations.  
Duties may include:

- o street maintenance
- o organizing special promotional events and displays
- o conducting consumer surveys
- o distributing newsletters and posters

#### Where the Jobs Are:

Throughout Ontario

#### Who You Apply To:

Positions will be advertised locally by participating associations.  
For further information contact:

Rosemary Ford  
Community Renewal Branch  
**Ministry of Municipal Affairs and Housing**  
777 Bay Street, 13th Floor  
Toronto, Ontario  
M5G 2E5

**Project 2502**

**Up to 30 Positions**

**GROUP A ONLY**

If you like working with children ...

**What You Do:**

- o assist in running a "Moms and Tots Playschool Program" by organizing recreational and educational activities for children in Housing Authorities

**Where the Jobs Are:**

Toronto, Windsor

**Who You Apply To:**

Recreation Co-ordinator  
**Metro Toronto Housing Authority**  
1320 Yonge Street  
Toronto, Ontario  
M4T 2W4

Manager  
**Windsor Housing Authority**  
1400 Ouellette Avenue  
Windsor, Ontario  
N8X 4T4

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**Project 2503**

**Up to 15 Positions**

**GROUP A ONLY**

Are you interested in building maintenance?

**What You Do:**

- o help maintenance staff at Metro Toronto Housing Authority projects with cleaning, repairing buildings and equipment, and carpentry

**Where the Jobs Are:**

Metro Toronto

**Who You Apply To:**

Recreation Co-ordinator  
**Metro Toronto Housing Authority**  
1320 Yonge Street  
Toronto, Ontario  
M4T 2W4

**Project 2504**

**Up to 20 Positions**

**GROUP A ONLY**

Develop your leadership skills. . .

**What You Do:**

- o plan recreational programs for children and adults in Housing Authorities
- o after on-the-job training you will teach arts and crafts, games and group sports activities

**Where the Jobs Are:**

Ontario Housing projects in Metropolitan Toronto

**Who You Apply To:**

Recreation Co-ordinator  
**Metro Toronto Housing Authority**  
1320 Yonge Street  
Toronto, Ontario  
M4T 2W4

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**NATURAL RESOURCES**

**Project 2601**

**Up to 110 Positions**

**GROUPS A and B**

Concerned about conservation?

**What You Do:**

**Group A:**

- o provide building and grounds maintenance by brush removal, cleaning out streams, painting and carpentry
- o develop and maintain nature and cross-country ski trails
- o build picnic tables, entrance signs and nature trails

**Group B:**

- o assist in forestry operations and erosion control studies
- o maintain ecological inventories
- o provide community and public relations

**Where the Jobs Are:**

In Conservation Authorities throughout Ontario

**Who You Apply To:**

Conservation Authorities Branch  
**Ministry of Natural Resources**  
Room 5620, Whitney Block  
Queen's Park  
Toronto, Ontario  
M7A 1W3

**Disabled youth are encouraged to apply**

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**Project 2602**

**Up to 225 Positions**

**GROUPS A and B**

Are you interested in Ontario's natural resources?

**What You Do:**

A variety of manual, technical and clerical positions such as:

- o surveying and trail brushing
- o analyzing aerial photographs
- o revising publications
- o assisting in laboratory work
- o working in a greenhouse

**Where the Jobs Are:**

Throughout Ontario

**Who You Apply To:**

Apply to the District Office of the Ministry of Natural Resources nearest you or:

Youth Programs Office  
Personnel Services Branch  
**Ministry of Natural Resources**  
Room 4502, Whitney Block  
Queen's Park  
Toronto, Ontario  
M7A 1W3

**Disabled youth are encouraged to apply**

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**Project 2603**

**I Position**

**GROUP A ONLY**

An opportunity to work outdoors at the Stormont Yacht Club

**What You Do:**

- o boat and dock repairs
- o tree planting and landscaping
- o grounds and building maintenance

**Where the Job Is:**

Long Sault (on Lake St. Lawrence)

**Who You Apply To:**

**Stormont Yacht Club**

P.O. Box 1321  
Cornwall, Ontario  
K6H 5V4

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**OFFICE OF THE DEPUTY PREMIER**

**Project 3701**

**Up to 10 Positions**

**GROUP B ONLY**

If you're concerned about the status of women. . .

**What You Do:**

Administrative and research positions in community organizations under the sponsorship of the Ontario Women's Directorate.  
Activities will include:

- o implementing small projects dealing with affirmative action, income support, employment-related initiatives, child care, family violence and justice-related issues
- o research
- o updating material and maintaining records

**What You Need:**

- o ability to work independently
- o good organizational skills
- o an interest in the social and economic status of women

**Where the Jobs Are:**

Peterborough, Thunder Bay

**Who You Apply To:**

**Ontario Women's Directorate**

900 Bay Street  
Mowat Block, 4th Floor  
Toronto, Ontario  
M7A 1C2

## RESOURCES DEVELOPMENT

### Project 2801

2 Positions

GROUP B ONLY

Use your background in community planning.

#### What You Do:

Work for the Niagara Escarpment Commission in the Development Control section by:

- o assisting community planners to prepare reports relating to the evaluation of development proposals
- o researching planning policies

#### What You Need:

- o training in community planning or a related field
- o a driver's licence

#### Where the Jobs Are:

Grimsby, Georgetown

#### Who You Apply To:

Susan Herrold  
Niagara Escarpment Commission  
232 Guelph Street  
Georgetown, Ontario  
L7G 4B1

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### Project 2802

1 Position

GROUP A ONLY

Learn about government office procedures.

#### What You Do:

Assist staff in the Minister's and Deputy Minister's offices with:

- o typing and photocopying
- o sorting and delivering mail
- o answering the telephone

#### Where the Job Is:

Toronto

#### Who You Apply To:

Resources Development Secretariat  
Room 1623, Whitney Block  
Queen's Park  
Toronto, Ontario  
M7A 1A2

## REVENUE

### Project 2901

Up to 15 Positions

GROUPS A and B

An opportunity to learn about the property evaluations being conducted throughout Ontario.

#### What You Do:

- o a variety of general clerical duties in Regional Assessment Offices such as data collection, verification and analysis

#### Where the Jobs Are:

Sault Ste. Marie, Thunder Bay - **Groups A and B**  
North Bay, Sudbury, Timmins - **Group B Only**

#### Who You Apply To:

**Ministry of Revenue**  
Personnel Services Branch  
33 King Street West  
Box 627  
Oshawa, Ontario  
L1H 8H5

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### Project 2902

Up to 10 Positions

GROUPS A and B

Gain clerical experience on the Tax Revenue/Administration Program.

#### What You Do:

- o research data collection
- o statistical analysis
- o mail sorting and delivery
- o word processing
- o basic accounting

#### What You Need:

- o excellent analytical and organizational skills
- o good written and oral communication skills
- o clerical and statistical abilities

#### Where the Jobs Are:

Oshawa

**Who You Apply To:**

**Ministry of Revenue**  
Personnel Services Branch  
33 King Street West  
Box 627  
Oshawa, Ontario  
L1H 8H5

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**SOCIAL DEVELOPMENT**

**Project 300I**

**Up to 100 Positions**

**GROUPS A and B**

Work for The Canadian Red Cross Society on a social service project in your community.

**What You Do:**

A variety of tasks in local Red Cross branches including:

- o services for seniors such as house painting, home repairs and grocery shopping
- o safety, first aid and babysitting courses for children and adults
- o puppet shows and displays on health and safety practices in schools and malls
- o repair, maintenance and loan of sick room equipment to disabled persons in the community
- o crafts instruction in Veterans' Hospitals
- o reception and clerical work

**Where the Jobs Are:**

Red Cross branches and Veterans' Hospitals throughout Ontario

**Who You Apply To:**

Mail your application to the nearest participating Canadian Red Cross branch. Addresses for each can be found under **Red Cross** in your local telephone directory.

Barrie (South Simcoe Area), Brantford, Brampton (North Peel), Etobicoke, Hamilton, Kingston, London, Mississauga, North York, Oakville, Oshawa, Ottawa, Pembroke, Peterborough, St. Catharines, Sarnia, Sault Ste. Marie, Scarborough, Sudbury, Thunder Bay and Timmins

Central Toronto applications should be sent to:

Michael Whitaker  
Ontario Youth Corps Co-ordinator  
Youth Services - Ontario Division  
**The Canadian Red Cross Society**  
460 Jarvis Street  
Toronto, Ontario  
M4Y 2H5



- o For crafts instruction positions, mail your application to one of the following participating hospitals:

**Parkwood Hospital**  
Veterans' Arts &  
Crafts Division  
Western Counties Wing  
81 Grand Avenue  
London, Ontario  
N6C 1M3

**Rideau Veterans Hospital**  
c/o Carol Poushinsky  
363 Smyth Road  
Ottawa, Ontario  
K1H 5A1

**Sunnybrook Hospital**  
c/o Sharon Snitman  
K-Wing, G308  
2075 Bayview Avenue  
Toronto, Ontario  
M4G 3E6

**Disabled youth are encouraged to apply**

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**Project 3002**

**Up to 30 Positions**

**GROUP A ONLY**

An opportunity for disabled young people with the Secretariat for Disabled Persons.

**What You Do:**

- o assist community agencies in providing services to the disabled and their families
- o provide research and clerical support to the Secretariat and to the Advisory Council on the Physically Handicapped

**Where the Jobs Are:**

Throughout Ontario

**Who You Apply To:**

Ontario Youth Corps Project Co-ordinator  
**Secretariat for Disabled Persons**  
700 Bay Street, 3rd Floor  
Toronto, Ontario  
M5G 1Z6

Please write on the application where you would like to work

**Disabled youth are encouraged to apply**

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**Project 3003**

**2 Positions**

**GROUP A ONLY**

Learn office procedures and provide mail messenger services to a busy administrative office.

**What You Do:**

- o One position involves reception and general office work including answering telephones, typing, filing, assisting in mass mailings and photocopying. You'll learn how to operate a word processor and input information into a computer.

- o One position involves mail pick up and delivery, and taking messages to various government offices within the Queen's Park area. You'll assist with stock control and occasionally answer telephones.

**Where the Jobs Are:**

Toronto

**Who You Apply To:**

R. Richards  
Manager, Finance and Administration  
**Secretariat for Social Development**  
700 Bay Street, 3rd Floor  
Toronto, Ontario  
M5G 1Z6

**Disabled youth are encouraged to apply**

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**Project 3006**

**I Position**

**GROUP A ONLY**

A job that provides valuable communications experience.

**What You Do:**

Assist in preparing for a major gerontology conference. Duties will include:

- o dealing with conference participants
- o calling people to confirm conference arrangements
- o updating mailing lists

**Where the Job Is:**

Toronto

**Who You Apply To:**

Joan Mortin  
Public Relations Officer  
**Seniors Secretariat**  
700 Bay Street, 3rd Floor  
Toronto, Ontario  
M5G 1Z6

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## **SOLICITOR GENERAL**

### **Project 3101**

**Up to 25 Positions**

**GROUP A ONLY**

Are you interested in law enforcement?

#### **What You Do:**

Gain useful work experience with a local police force by:

- o gathering information on topics such as bylaw enforcement and crime prevention
- o performing clerical duties

#### **Where the Jobs Are:**

Local Police forces throughout Ontario

#### **Who You Apply To:**

Ontario Youth Corps Project 3101  
**Ministry of the Solicitor General**  
Personnel Services Branch  
90 Harbour Street  
Toronto, Ontario  
M7A 2S1

**Disabled youth are encouraged to apply**

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### **Project 3102**

**Up to 25 Positions**

**GROUP A ONLY**

Help your local O.P.P. officers in community projects.

#### **What You Do:**

- o assist constables with community interest displays and programs
- o gather statistical information

#### **Where the Jobs Are:**

Throughout Ontario

#### **Who You Apply To:**

Ontario Youth Corps Project 3102  
**Ministry of the Solicitor General**  
Personnel Services Branch  
90 Harbour Street  
Toronto, Ontario M7A 2S1

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**Project 3103**

**Up to 50 Positions**

**GROUP A ONLY**

Are you a Native youth interested in law enforcement?

**What You Do:**

Gain useful work experience with an Indian Special Constable by:

- o performing clerical duties
- o gathering information on topics such as bylaw enforcement and crime prevention

**Where the Jobs Are:**

Indian Reserves and Settlements throughout Ontario

**Who You Apply To:**

Ontario Youth Corps Project 3103  
**Ministry of the Solicitor General**  
Personnel Services Branch  
90 Harbour Street  
Toronto, Ontario  
M7A 2S1

**Native youth are encouraged to apply**

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**TOURISM AND RECREATION**

**Project 3201**

**Up to 10 Positions**

**GROUP A ONLY**

Develop your clerical skills in a busy administrative office.

**What You Do:**

A wide range of office duties including:

- o mail distribution
- o telephone reception
- o typing, filing and photocopying
- o bookkeeping
- o statistical research and interviewing

**Where the Jobs Are:**

Toronto, Thunder Bay

**Who You Apply To:**

Ontario Youth Corps  
**Ministry of Tourism and Recreation**  
Planning and Administration Division  
77 Bloor Street West, 7th Floor  
Toronto, Ontario  
M7A 2R9

Disabled youth are encouraged to apply

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**Project 3202**

**Up to 20 Positions**

**GROUP A ONLY**

The great outdoors beckons!

**What You Do:**

Assist with the operation and maintenance of the National Ski Training Centre by:

- o landscaping ski trails
- o acting as tour guides
- o woodworking
- o brushcutting and tree planting

**Where the Jobs Are:**

Thunder Bay

**Who You Apply To:**

**Thunder Bay Ski Jumps Ltd.**  
Ontario Government Building  
435 South James Street, 3rd Floor  
Thunder Bay, Ontario  
P7C 5G6

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**Project 3203**

**Up to 130 Positions**

**GROUPS A and B**

If you're interested in the travel industry . . .

**What You Do:**

- o provide information on vacation spots in Ontario
- o assist in ordering travel brochures
- o help improve tourist information systems
- o research events

**What You Need:**

- o good communication skills



**Where the Jobs Are:**

Barrie, Cornwall, Niagara Falls, St. Catharines, Sault Ste. Marie, Thunder Bay, and Windsor

**Who You Apply To:**

Ontario Youth Corps  
Tourism Marketing Branch  
**Ministry of Tourism and Recreation**  
77 Bloor Street West, 9th Floor  
Toronto, Ontario  
M7A 2R9

**Disabled youth are encouraged to apply**

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**Project 3204**

**Up to 25 Positions**

**GROUP A ONLY**

A variety of jobs are available working for the St. Lawrence Parks Commission.

**What You Do:**

Help the St. Lawrence Parks Commission maintain and beautify one of the following historic sites or parks: Old Fort Henry, Upper Canada Village, Crysler Park, Upper Canada Golf Course, Thousand Island Parkway.

Your duties may include:

- o helping tradesmen with maintenance of historic buildings
- o landscaping, spring planting and tree clearing
- o assisting with special projects such as interpretive programs and demonstrations
- o helping with improvements to golf course and parklands
- o maintaining picnic areas
- o developing fitness trails

**Where the Jobs Are:**

Kingston and Morrisburg areas

**Who You Apply To:**

For Jobs at Old Fort Henry:

**Old Fort Henry**  
P.O. Box 213  
Kingston, Ontario  
K7L 4V8

For all other jobs:

**The St. Lawrence Parks Commission**  
P.O. Box 740  
Morrisburg, Ontario  
K0C 1X0

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**Project 3206**

**Up to 15 Positions**

**GROUP A ONLY**

Learn about the historic sites of Sainte-Marie among the Hurons and the Historic Naval and Military Establishments.

**What You Do:**

- o provide curatorial, photographic and library services
- o sew costumes
- o help with grounds and building maintenance
- o perform general office duties

**Where the Jobs Are:**

Midland/Penetanguishene

**Who You Apply To:**

Ontario Youth Corps Project  
Huronian Historical Parks  
**Ministry of Tourism and Recreation**  
P.O. Box 160  
Midland, Ontario  
L4R 4K8

**Disabled youth are encouraged to apply**

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**Project 3207**

**Up to 100 Positions**

**GROUPS A and B**

A variety of community-based sports, recreation, fitness and clerical projects.

**What You Do:**

Work in local community organizations to:

- o assist in running recreation programs
- o gather information on programs and facilities and answer general inquiries
- o maintain recreation equipment and facilities
- o help in promoting recreation services

**Where the Jobs Are:**

Throughout Ontario

**Who You Apply To:**

Hiring will be done by local community organizations through Canada Employment Centres. Watch for advertisements in your local newspaper, at Youth Employment Counselling Centres and Canada Employment Centres.

Contact your local Ministry of Tourism and Recreation field office listed in the blue pages of the phone book.

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**Project 3209**

**Up to 20 Positions**

**GROUP A ONLY**

Work at historic Old Fort William.

**What You Do:**

- o assist staff with educational programs including demonstrating native skills and traditions (in costume)
- o travel to various festivals in the U.S.A. and Canada to present the historical traditions of the fur trade through songs, dances and stories
- o provide general maintenance including landscaping and planting trees
- o perform clerical duties

**Where the Jobs Are:**

Thunder Bay

**Who You Apply To:**

Ontario Youth Corps Program  
Old Fort William

**Ministry of Tourism and Recreation**  
Vickers Heights Post Office  
Thunder Bay, Ontario  
P0T 2Z0

**Native youth are encouraged to apply**

---

**Project 3210**

**Up to 10 Positions**

**GROUP A ONLY**

An opportunity to work in Central or Eastern Ontario as a travel counsellor...

**What You Do:**

- o assist in promoting attractions, services and facilities
- o provide information on accommodations and attractions
- o act as tour guides
- o carry out surveys at events

**What You Need:**

- o interest in public relations and tourism

**Where the Jobs Are:**

Tourist information centres in Central and Eastern Ontario

**Who You Apply To:**

In Central Ontario -

Central Ontario Travel Association  
785 The Kingsway  
Peterborough, Ontario  
K9J 6W7

In Eastern Ontario -

Fergus Ducharme  
209 Ontario Street  
Kingston, Ontario  
K7L 2Z1

**Disabled youth are encouraged to apply**

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**Project 3211**

**5 Positions**

**GROUP A ONLY**

Are you a sports enthusiast?

**What You Do:**

A variety of jobs are available at the World Masters Games.

**What You Need:**

- o keen interest in sports and particularly the World Masters Games

**Where the Jobs Are:**

Toronto

**Who You Apply To:**

Dr. Ken O'Bryan  
Box 1985, Postal Station P  
Toronto, Ontario  
M5S 2Y7

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**TRANSPORTATION AND COMMUNICATIONS**

**Project 3301**

**Up to 25 Positions**

**GROUP A ONLY**

If you're physically fit and enjoy manual labour...

**What You Do:**

Activities may include:

- o roadside maintenance on highways and in patrol yards
- o bridge and dock repair
- o landscaping
- o administrative services in Drivers and Vehicles offices

**Where the Jobs Are:**

Eastern, Northern and Central Ontario

**Who You Apply To:**

Ontario Youth Corps '85  
**Ministry of Transportation and Communications**  
at your nearest regional office:

Northern Region  
P.O. Box 3030  
North Bay, Ontario  
P1B 8L2

Central Region  
P.O. Box 150  
Port Hope, Ontario  
L1A 3W3

Eastern Region  
Postal Bag 4000  
355 Counter Street  
Kingston, Ontario  
K7L 5A3

Attention: D. Strong

Attention: J. Sharp

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**TREASURY AND ECONOMICS**

**Project 3401**

**I Position**

**GROUP B ONLY**

A job for someone with analytical skills and computer experience.

**What You Do:**

- o help develop a sub-provincial data base containing social, economic and public sector information
- o organize and develop data for input into IBM Personal Computers

**What You Need:**

- o some university or community college education
- o experience with IBM PCs

**Where the Job Is:**

Toronto

**Who You Apply To:**

Chris Tonna  
Special Staffing Co-ordinator  
**Ministry of Treasury and Economics**  
Personnel Branch  
1075 Bay Street, 4th Floor  
Toronto, Ontario  
M5S 2B1

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**Project 3402**

**I Position**

**GROUP B ONLY**

Use your economics background.

**What You Do:**

- o assist senior economists by providing analysis and policy advice on provincial economic issues
- o research and compile data
- o prepare short background reports
- o gain on-line computer experience

**What You Need:**

- o post-secondary economics, commerce or computer math experience

**Where the Job Is:**

Toronto

**Who You Apply To:**

Chris Tonna  
Special Staffing Co-ordinator  
**Ministry of Treasury and Economics**  
Personnel Branch  
1075 Bay Street, 4th Floor  
Toronto, Ontario  
M5S 2B1

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**Project 3404**

**I Position**

**GROUP A ONLY**

If a "fast-paced" communications department appeals to you...

**What You Do:**

- o clip and distribute daily news clippings
- o package and deliver rush mail including Treasurer's announcements
- o answer telephones, file and photocopy

**Where the Job Is:**

Toronto

**Who You Apply To:**

Chris Tonna  
Special Staffing Co-ordinator  
**Ministry of Treasury and Economics**  
Personnel Branch  
1075 Bay Street, 4th Floor  
Toronto, Ontario  
M5S 2B1

**Disabled youth are encouraged to apply**

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**Project 3405**

**I Position**

**GROUP B ONLY**

Do you enjoy working with computers?

**What You Do:**

- o working in the Intergovernmental Finance Policy Branch, you'll gain hands-on experience in analytical applications of computer technology

**What You Need:**

- o post-secondary degree in economics or a related field with some computer science courses

**Where the Job Is:**

Toronto

**Who You Apply To:**

Chris Tonna  
Special Staffing Co-ordinator  
**Ministry of Treasury and Economics**  
Personnel Branch  
1075 Bay Street, 4th Floor  
Toronto, Ontario  
M5S 2B1

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## WHERE TO FIND THE ONTARIO YOUTH EMPLOYMENT COUNSELLING CENTRE CLOSEST TO YOU

The Youth Employment Counselling Centres can provide you with helpful tips on job interviews, filling out an application form, writing a resume, and keeping, as well as finding that first, or second, or . . . tenth job. They'll also be able to give you extra copies of **The Job Book** and more application forms if you need them.

Brampton Youth Employment  
Centre  
10 Queen Street East  
**Brampton**, Ontario  
L6V 1A2

Brantford and Brant County  
Youth Employment  
Counselling Centre  
115 Colborne Street  
**Brantford**, Ontario  
N3T 5M3

Brockville and Area Youth  
Employment Counselling Centre  
32 Wall Street  
**Brockville**, Ontario  
K6V 5V8

Youth Employment Service  
Waterloo Region  
120 Main Street, Unit 3  
**Cambridge**, Ontario  
N1R 1V7

Chatham-Kent Youth Employment  
Counselling Centre  
48 Fifth Street  
Suite 310  
**Chatham**, Ontario  
N7M 4V8

North York Youth  
Employment Services  
10 Turf Grassway  
Unit 106  
**Downsview**, Ontario  
M3N 2X6

Second Chance Youth  
Employment Centre  
177 Norfolk Street  
**Guelph**, Ontario  
N1H 3X0

Youth Employment Centre  
33 Bold Street  
**Hamilton**, Ontario  
L8D 1T3

Action-Consultation -  
Emploi (A.C.E.)  
103 Main Street East  
**Hawkesbury**, Ontario  
K6A 1A1

Services à la Jeunesse  
de Hearst, Inc.  
C.P. 2428  
**Hearst**, Ontario  
POL 1N0

Tri-Municipal  
Youth Employment Services  
100 Main Street South, Third Floor  
**Kenora**, Ontario  
P9N 1S9

Kingston Youth Employment Service  
162 Wellington Street  
**Kingston**, Ontario  
K7L 3E2

Lutherwood Youth  
Employment Counselling  
682 King Street West  
**Kitchener**, Ontario  
N2C 1E2

Youth Opportunities Unlimited  
388 Dundas Street  
**London**, Ontario  
N6B 1V7

Mississauga Area Youth  
Employment Services  
93 Dundas Street East  
**Mississauga**, Ontario  
L5A 1W7

Youth Employment  
Services - Nepean  
1478 Merivale Road  
**Nepean**, Ontario  
K2P 0E1

Employment Counselling Centre  
5166 Victoria Avenue  
**Niagara Falls, Ontario**  
L2E 4E3

John Howard Society  
Youth and Community  
Employment Program  
Box 951, 94 Bruce Street  
**Oshawa, Ontario**  
L1H 7N1

Grey-Bruce Youth Employment Service  
1051-2nd Avenue East  
**Owen Sound, Ontario**  
N4K 2H8

E.P.Y.C. Centre  
610 Parkhill Road West  
**Peterborough, Ontario**  
K9J 6N6

Etobicoke Youth  
Employment Services  
1111 Albion Rd., Suite 204  
**Rexdale, Ontario**  
M9V 1A9

St. Catharines Youth and  
Community Employment Program  
127 Church Street  
**St. Catharines, Ontario**  
L2R 3E2

Scarborough Area Youth  
Employment Services  
3150 Eglinton Avenue East  
**Scarborough, Ontario**  
M1J 2H2

Tillsonburg & District  
Multi-Service Centre  
185 Rolph Street  
Tillsonburg, Ontario  
N4G 3Y9

Parachute Youth Employment Centre  
44 Blevins Place  
**Toronto, Ontario**  
M5A 3M6

COSTI-IIAS C.Y.C.L.E.  
1692 Eglinton Avenue West  
**Toronto, Ontario**  
M6E 2H5

Nipissing District Youth  
Employment Service  
149 Main Street E  
#201  
**North Bay, Ontario**  
P1B 2T6

Youth Employment  
Assistance Program  
386 Bank Street  
**Ottawa, Ontario**  
K2P 1Y4

Parry Sound Youth  
Employment Service  
23 James Street, Suite 201  
**Parry Sound, Ontario**  
P2A 1T4

Durham Region Youth  
Employment Services  
1400 Bayly St., Suite 16B  
**Pickering, Ontario**  
L1V 1G7

York Region Youth  
Employment Services  
83 Dunlop Street  
**Richmond Hill, Ontario**  
L4C 2M6

"Y" Youth Employment Services  
235 McNabb Street  
**Sault Ste. Marie, Ontario**  
P6B 1Y3

Youth Employment Service  
195 Cumberland North  
**Thunder Bay, Ontario**  
P7A 4N2

Youth Employment Services  
27 Maud Street  
**Toronto, Ontario**  
M5V 2M6

Metro Toronto John Howard Society  
Youth and Community  
Employment Program  
168 Isabella Street  
**Toronto, Ontario, M4Y 1P5**

WoodGreen Employment  
Counselling Centre  
835 Queen Street East  
**Toronto, Ontario**  
M4M 1H9

St. Stephen's Youth  
Employment Program  
799B College St.  
**Toronto**, Ontario  
M6G 1C7

COSTI-IIAS C.Y.C.L.E./Steeles  
76 Orfus Road  
**Toronto**, Ontario  
M6A 1L9

Peanut Employment  
Program for Youth  
3002A Don Mills Road East  
**Willowdale**, Ontario  
M2J 3C1

Oxford Youth  
Employment Service  
524 Dundas Street  
2nd Floor  
**Woodstock**, Ontario  
N4S 1C5

C.A.W.L. Youth Employment  
Counselling Centre  
45 Chauncey Avenue  
**Toronto**, Ontario  
M8Z 2Z2

L.E.F. Centre for  
Unemployed Youth  
1100 Briar Hill Avenue  
**Toronto**, Ontario,  
M6B 1M7

Youth Employment  
Counselling Centre  
1291 Ouellette Avenue  
**Windsor**, Ontario  
N8X 1J3

FOR MORE INFORMATION:

Call the Youth Hotline, toll-free, at

1-800-263-7777



## NOTES

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